**Filing Cabinets - where to store all my information**

**Evernote**

* Interested Articles with highlights for future reference
* Taking notes for learning purposes

**Google Drive**

* Important Work documents
* Collaboration
* Work related art assets
* Anything valuable that I could possible reuse should be organized and saved on google drive.
* Assets I reuse and need to have quick and easy access to

**Desktop Folders**

* Images, videos
* Important documents
* website folders

**Note Book**

* Important notes from Professional Development

**To do lists - how to keep track of everything I need to do**

**Pen and paper**

* take notes on to dos, jot them down quickly, and then transfer them to todoist

**To do-ist**

* track my own to do lists for work and personal

**Mavenlink**

* This will be used for work and to track projects with team members.